

**VILLAGE OF ALMONT**  
**SPECIAL LAND USE PROCEDURES**

**SUBMISSION REQUIREMENTS**

Twelve (12) copies of an Application for Special Land Use shall be filed with the Village at least twenty (20) days prior to the regularly scheduled Planning Commission meeting. The application shall be accompanied by a site plan meeting the requirements of Article 7 of the Village of Almont Zoning Ordinance and the required fee as established by resolution of the Almont Village Council.

**PUBLIC HEARING NOTICES AND REQUIREMENTS**

The Planning Commission shall hold a public hearing in consideration of all special land use applications. One (1) notice of public hearing shall be published in a newspaper of general circulation in the Village. The notice shall appear in the paper not less than five (5) nor more than fifteen (15) days before the public hearing date.

The notice of public hearing shall also be sent to the owners and occupants of property within three hundred (300) feet from the property lines of the property which is the subject of the request for special land use approval. Notices shall observe the same timing requirements noted above and shall contain the following information:

- The nature of the special land use request.
- The property which is the subject of the special land use request.
- Where and when the request will be considered.
- Where and when written comments will be received concerning the request.

**PLANNING COMMISSION ACTION**

The Village of Almont Planning Commission shall have the sole authority to approve or disapprove all special land uses. The Planning Commission shall review each request with respect to all applicable Zoning Ordinance requirements, including specific and general review standards for each use. The Planning Commission shall review each application and give its approval, suggest minor changes, or disapprove the request as follows:

### **Approval**

Upon determination by the Planning Commission that an application is in compliance with the Zoning Ordinance, as amended, and other appropriate plans and regulations, approval will be so indicated on the site plan and endorsed on the written application and clearly set forth in writing thereon the particular use(s) which have been allowed. Thereafter, the Building Inspector may issue a building permit in conformity with the particular special land use so approved. In all cases where a particular special land use has been granted, as provided herein, application for a building permit in pursuance thereof must be made and received by the Village not later than one (1) year thereafter, or such approval shall automatically be revoked.

### **Denial**

If the Planning Commission shall determine that the particular special land use(s) requested does not meet the standards of this Ordinance, or otherwise will tend to be injurious to the public health, safety, welfare or orderly development of the Village, it shall deny the application by a written endorsement thereon which clearly sets forth the reason for such denial.

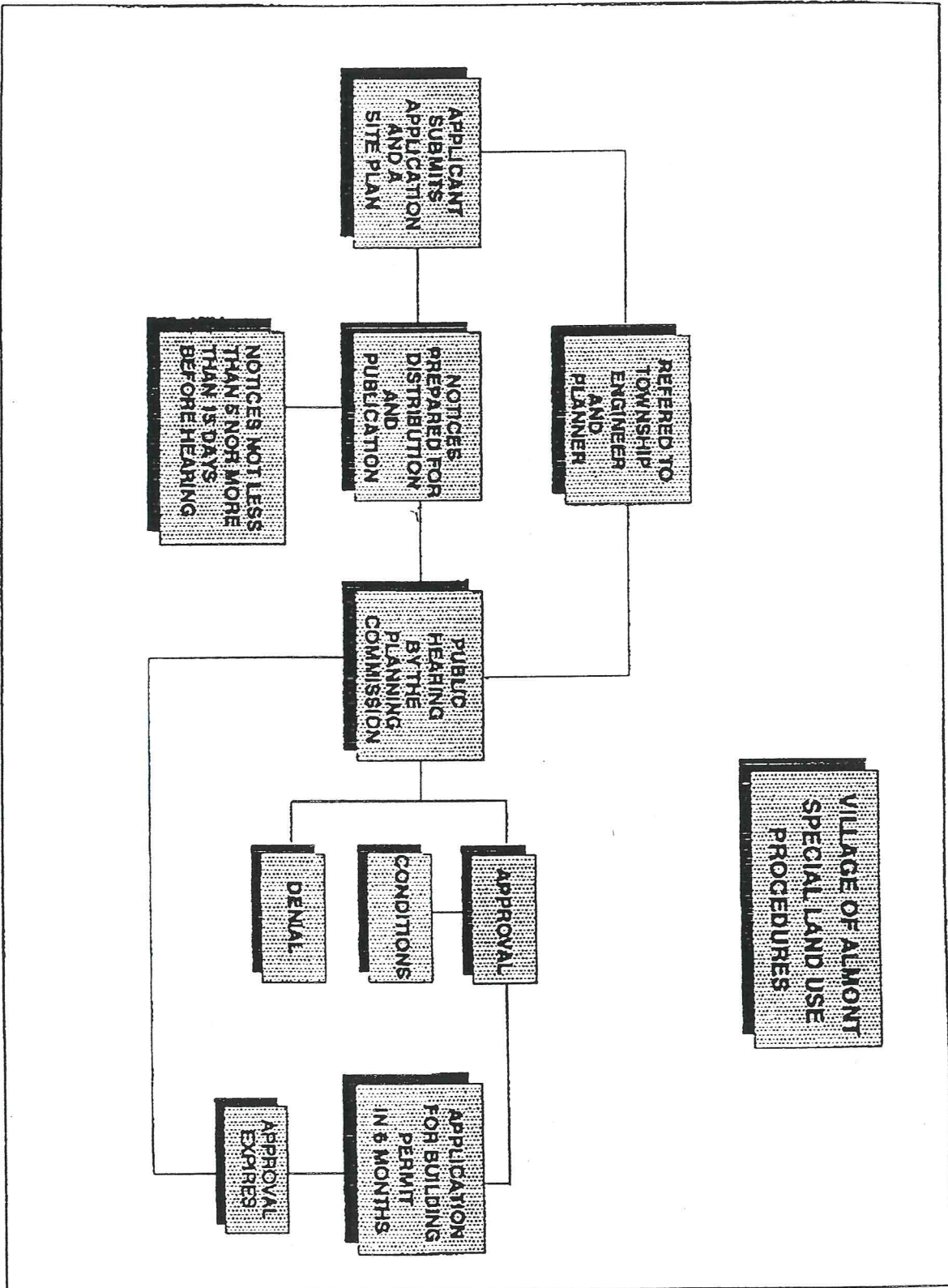
### **Record**

The decision on a special land use shall be incorporated in a statement of conclusions relative to the special land use under consideration. The statement shall specify the basis for the decision and any conditions imposed.

### **Conditions**

The Planning Commission may impose such conditions or limitations in granting approval as may be permitted by State law and the Zoning Ordinance which it deems necessary to fulfill the spirit and purpose of the Zoning Ordinance.

1. Be designed to protect natural resources, the health, safety and welfare, as well as the social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
2. Be related to the valid exercise of the police power and purposes which are affected by the proposed use or activity.
3. Be necessary to meet the intent and purpose of the zoning regulations; be related to the standards established in this Ordinance for the land use or activity under consideration; and be necessary to ensure compliance with those standards.





Date: \_\_\_\_\_

Application No: \_\_\_\_\_

Review Fee: \$ \_\_\_\_\_

## APPLICATION FOR SPECIAL LAND USE APPROVAL

### VILLAGE OF ALMONT

APPLICANT'S NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME OF PROPOSED DEVELOPMENT: \_\_\_\_\_

PARCEL IDENTIFICATION NO: \_\_\_\_\_

COMPLETE LEGAL DESCRIPTION (Use opposite side or attach separately).

EXISTING ZONING: \_\_\_\_\_ SIZE (in Acres): \_\_\_\_\_

LEGAL OWNER: \_\_\_\_\_  
Name Address Phone

SITE PLAN PREPARER: \_\_\_\_\_

If petitioner is not the owner, state basis for representative (i.e., Attorney, Representative, Option-to-Buy, etc.): \_\_\_\_\_

Twelve (12) copies of the application and plan shall be submitted to the Village at least twenty (20) days prior to a scheduled Planning Commission meeting. The site plan shall include all information required by Article 7 of the Village of Almont Zoning Ordinance. The applicant or representative must be present at the Planning Commission meeting. All plans must be folded when presented.

The undersigned deposes that foregoing statements and answers and accompanied information are true and correct.

#### ACTION:

☐ Approved

☐ Denied

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Legal Owner (if not Applicant)

\_\_\_\_\_  
(Please print/type name below signature)

\_\_\_\_\_  
(Please print/type name below signature)